

MWI 3334.1

REVISION A

EFFECTIVE DATE: April 25, 2001

EXPIRATION DATE: April 25, 2006

MARSHALL WORK INSTRUCTION

CD01

INTERGOVERNMENTAL PERSONNEL ACT ASSIGNMENTS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/30/99	
Revision	A	4/25/01	Document modified to incorporate security requirement for the Intergovernmental Personnel Act Assignments.

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1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to establish the procedures and guidelines for the formulation of Intergovernmental Personnel Act (IPA) assignment agreements. IPAs permit the temporary assignment of personnel between the Federal, State, and local Governments, institutions of higher education, Indian tribal governments, and other eligible organizations. Assignments are to be mutually beneficial to the organizations involved and are not to be used for the sole purpose of employee training.

2. APPLICABILITY

This MWI is applicable to all elements of MSFC.

3. APPLICABLE DOCUMENTS

3.1 5 U.S.C. 3371-3376

3.2 5 CFR, Part 334

3.3 NPD 3000.1, "Management of Human Resources"

3.4 NPG 3300.1, "Appointment of Personnel To/From NASA"

3.5 Hq/FPP letter dated June 23, 1999, subject
"Intergovernmental Personnel Act Program"

3.6 MPD 1200.3, "Power and Authority Directive for Marshall Space Flight Center (MSFC) Operations"

3.7 MPG 1440.2, "MSFC Records Management Program"

3.8 NPD 1440.6, "NASA Records Management"

3.9 MPG 1371.1, "Procedures and Guidelines for Processing Foreign Visitor Requests"

3.10 MPD 2190.1, "MSFC Export Control Program"

4. REFERENCES

General guidelines for the IPA mobility program may be found at:
<http://opm.gov/omsoe/ipa/Mobility.htm>

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5. DEFINITIONS

5.1 IPA. Individual being hired under the Intergovernmental Personnel Act.

5.2 IPA Coordinator. Person from the Customer and Employee Relations Directorate (CD01) assigned to manage the IPA Program.

5.3 Sponsoring Organization. Organization to whom the IPA is assigned.

6. INSTRUCTIONS

6.1 The sponsoring MSFC organization will identify IPA candidates and related positions. The sponsoring organization will prepare Optional Form (OF) 69, "Assignment Agreement" (form is available in the electronic forms application).

6.2 Funds required to be obligated for payment of the IPA assignment must be identified by the sponsoring organization and coordinated with the Chief Financial Officer (CFO). The 24-digit funding code should be typed in Block 26 of the OF 69.

6.3 The sponsoring MSFC organization will make the initial contact with the non-Federal IPA institution regarding cost-sharing and other terms of the agreement.

6.4 The completed OF 69 should be forwarded through the appropriate directorate or office head to the IPA Coordinator, Customer and Employee Relations Directorate.

6.5 The IPA Coordinator will review the proposed IPA for acceptability of benefits, cost, and purpose. The original will be forwarded to the non-Federal IPA institution for approval and return to the IPA Coordinator, CD01. A copy of the IPA will be routed through the Office of the Chief Financial Officer, RS01, for concurrence on the financial propriety; through the Office of Chief Counsel, LS01, for review of compliance with legal authorities; and back to the IPA Coordinator, CD01.

6.6 Upon receipt of the signed agreement from the non-Federal IPA institution and concurrences of sponsoring MSFC organization, Office of Chief Counsel, and Office of Chief Financial Officer, the IPA Coordinator will present the proposed IPA assignment agreement to the Director, Customer and Employee Relations (CD01), for approval.

6.7 After approval, the IPA Coordinator will retain the original agreement and forward copies to the non-Federal IPA institution,

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the sponsoring MSFC organization, Office of Chief Financial Officer, Protective Services Department (PSD), Technology Transfer Department, and NASA Headquarters, Code FP.

6.8 The Office of CFO will commit/obligate funds for IPAs coming to MSFC from non-Federal institutions based on the signed IPA agreement. When an MSFC employee is detailed to a non-Federal institution under an IPA, the CFO will bill the non-Federal IPA institution for reimbursements in accordance with the agreement.

6.9 The sponsoring MSFC organization will ensure that IPA employees receive an ethics briefing from an attorney in the Office of Chief Counsel. The IPA Coordinator should be notified when the ethics briefing has been completed so it can be noted on the original OF 69.

6.10 The IPA Coordinator will provide the following to the PSD for each IPA:

6.10.1 A copy of the agreement letter,

6.10.2 A copy of the agreement, and

6.10.3 A typed NASA/MSFC Employee Badge/Decal Application (MSFC Form 4). The badge card will indicate that the individual is an IPA.

6.11 The IPA Coordinator will ensure that the individual's citizenship is indicated on the agreement. If the new IPA is not a U.S. citizen or permanent resident alien, the IPA Coordinator will provide the PSD with a copy of the employment approval letter from NASA Headquarters. The IPA Coordinator will ensure that the Sponsoring Organization has prepared and completed the following: a Foreign National/Foreign Representative Visit Request (MSFC Form 4336) and a Technology Control Risk Assessment Plan, in accordance with MPG 1371.1.

6.12 If the IPA becomes a permanent resident alien during his/her contract term agreement, the IPA Coordinator will instruct the IPA to provide proof of citizenship to the PSD via a Department of Justice Form N550.

6.13 The IPA Coordinator will schedule the new IPA for a "New Hire Security Orientation" briefing with the PSD. The IPA will receive his/her badge card after this briefing is completed.

6.14 The PSD will require the IPA to complete an SF85P and be fingerprinted.

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6.15 If the contract agreement is renewed, the PSD will be provided a copy by the IPA Coordinator. If the individual is not a U.S. citizen or permanent resident alien, a new employment approval letter from NASA Headquarters is required.

6.16 The PSD will process all security-related forms and maintain a personnel security file on the IPA.

6.17 The sponsoring MSFC organization will ensure that IPA employees receive annual ethics training.

6.18 Upon termination, the IPA will process out on an MSFC Form 383, "Employee Clearance," prepared by the sponsoring organization.

6.19 If the IPA leaves before appropriately processing out, it is the sponsoring organization's responsibility to retrieve the IPA'S NASA/MSFC identification badge, decals, and access card.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

Records consist of assignment agreements authorized by the Intergovernmental Personnel Act including all correspondence, IPA form (OF 69), and any other related documentation and materials. Records will be maintained in accordance with NPD 1440.6, "NASA Records Management," and MPG 1440.2, "MSFC Records Management Program."

Personnel Security File on each IPA will be retained for the length of employment plus 5 years and destroyed after retention ends.

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

See following page.

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12. CANCELLATION

MWI 3334.1 dated September 30, 1999

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

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